

Administrative Permit: Minor Deviation		
EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING	\$578	
ENVIRONMENTAL		
PDS REVIEW TEAMS		
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE <i>(not included in total)</i>	\$500	
INITIAL DEPOSIT & FEE TOTAL		
\$578		

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

---- Plot Plan
[346S Supplemental Application](#)
[LUEG:SW Stormwater Intake Form for Development Projects](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

---- Plot Plan
[215 Minor Deviation Minimum Requirements Checklist](#): **One (1) hard copy.**
[346 Discretionary Permit Application](#): **One (1) hard copy.**
[346S Supplemental Application](#): **One (1) hard copy.**
[LUEG-SW Stormwater Intake Form for Development Projects](#): **One (1) hard copy.**

PART C:

All items below are informational only and not to be submitted.

[090 Typical Plot Plan](#)
[209 Defense and Indemnification Agreement FAQs](#)
[906 Signature Requirements](#)

Submittal Appointments are no longer required.
Check-in at the main PDS counter no later than 3:30 p.m.
 Submittal package **MUST BE** complete.

NOTES:

1. Appointment is required only if you submit TWO or MORE Minor Deviations. No more than THREE Minor Deviations can be submitted per appointment. Please call (858) 694-2262 to schedule or cancel appointments.

2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. Plot plans, elevation drawings, floor plans, etc. (must be at least 11" x 17") are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
5. Provide Four (4) complete sets of plot plans.
6. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
7. Provide on plot plan a summary table and square footages of all existing and proposed structures/uses.
8. Provide a detailed description of proposed Minor Deviation.
9. **Create and Print on the Plot Plans a Cumulative Change Table** (see example below). Indicate proposed change in percentage (%). Any changes of less than 10% require approval of a Minor Deviation and any changes of more than 10% require approval of a Modification of the approved discretionary permit.

Cumulative Change Table (example)

Project #	Approved Square Footage	Description	Percentage Change
P00-000	18,580	Retail Store	Baseline
P00-000M ¹	19,741	Retail Store & addition	Plus 6.25%
P00-000M ²	20,066	Retail Store, addition & storage area	Plus 1.75%
P00-000M ³	Proposed 20,345	Retail Store, addition & storage area addition	Plus 1.50%
Net Change	1,765	Retail Store, addition & storage area addition	Total 9.5%

*This project has brought the net change to 9.5% Any future changes may not exceed 0.5% in order to qualify for a Minor Deviation.

Any change beyond a cumulative 10% requires a Modification.